

## Lesson 2: Traveler Responsibilities

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LESSON TITLE	TRAVELER RESPONSIBILITIES				
SUMMARY	<p>This lesson will provide information concerning the responsibilities of a traveler IAW the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR) and their responsibilities when using the Defense Travel System- Limited software.</p>				
DURATION	1.0 Hour				
TOPICS	<table><tr><th>TOPIC</th><th>TITLE</th></tr><tr><td></td><td>Traveler Responsibilities</td></tr></table>	TOPIC	TITLE		Traveler Responsibilities
TOPIC	TITLE				
	Traveler Responsibilities				
OBJECTIVES	<p>At the end of this lesson, participants will have a better understanding of their travel entitlements as they pertain to:</p> <ol style="list-style-type: none"><li>1. Types of Travel</li><li>2. Commercial/Government transportation</li><li>3. Rental/Private Vehicle use</li><li>4. Enroute requirements</li><li>5. Lodging, meals and incidental expenses</li><li>6. Reimbursables</li></ol>				
MATERIALS	Instructor Guide, Briefing Material, Participant Guide				

## Lesson 2: Traveler Responsibilities

**Topics**

Defense Travel System Limited Training Program

Travelers rights and responsibilities as they pertain to:

- Types of travel
- Commercial/Government transportation
- Rental/Private Vehicles
- Enroute requirements
- Lodging, meals and incidentals
- Reimbursables

Be the Right Truck

DTS-Limited

OTIS-Limited, March 2000, Ver 1

Slide 2

**What is TDY Travel?**

Defense Travel System Training Program

- Mission Support
- Performed when there is no other way to successfully complete the mission

OTIS-L, Feb 2000, Ver 1

Slide 3

**Rights and Responsibilities**

Defense Travel System Training Program

**TRAVELERS**

- 1 Follow procedures outlined in Appendix O, JFTR/JTR & use good judgment - travel as if using their own money
- 2 Be provided necessary amenities or reimbursed
  - Transportation, food, lodging
- 3 Make all arrangements through the CTO
  - Air, Rail, Bus
  - Rental Cars
  - Accommodations
  - Rarely make own arrangements (outside CTO)
  - 24 hour toll free number for assistance

OTIS-L, Feb 2000, Ver 1

Slide 4  
(Bullets correspond to numbers at right)

### TOPICS

These are the areas that we will cover during this lesson.

### WHAT IS TDY TRAVEL?

Before we can discuss what the roles and responsibilities of a traveler are during temporary business travel, we need to define what is temporary duty travel (TDY).

As we all should know, TDY travel is travel may that take an individual on a trip away from their permanent duty station to fulfill a specific mission.

And that's very important to understand -- that TDY travel is first and foremost mission support. Before travel is should be performed in a TDY status, the Authorizing Official (AO) must make the decision that there is no other means to successfully complete the mission.

### TRAVELER RIGHTS AND RESPONSIBILITIES

1,2) In your role as a traveler, you are to follow the policies and procedures outlined in Appendix O of the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR), and use good judgment when incurring official travel-related expenses. You should exercise the same good judgement you would use if traveling on your own personal money. In return, you will be provided transportation, lodging, and food, or you will be reimbursed promptly for all reasonable and necessary authorized expenses that you incur for all travel-related expenses appropriate to your mission.

## Lesson 2: Traveler Responsibilities

**Rights and Responsibilities**  
Defense Travel System Training Program

**TRAVELERS**

- ❶ Follow procedures outlined in Appendix O, JFTR/JTR & use good judgment - travel as if using their own money
- ❷ Be provided necessary amenities or reimbursed
  - Transportation, food, lodging
- ❸ Make all arrangements through the CTO
  - Air, Rail, Bus
  - Rental Cars
  - Accommodations
  - Rarely make own arrangements (outside CTO)
  - 24 hour toll free number for assistance

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**Slide 4 (Con't)**  
(Bullets correspond to numbers at right)

Travelers will arrange transportation, rental cars (if authorized), and lodging through their Commercial Travel Office (CTO). The CTO will provide round-the-clock service and, if necessary, assistance to the traveler through a toll free telephone number.

Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must justify to the AO the need.

Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government rate. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get their travel authorization updated, and arrangements confirmed, or to get alternate arrangements.

**Rights and Responsibilities**  
(Con't)  
Defense Travel System Training Program

- ❶ Be advised in advance of their entitlements
  - ✓ "Should-cost"
- ❷ Have use of a government sponsored, contractor-issued travel charge card

**"OFFICIAL" expenses only!**

- ❸ Obtain cash advances through ATM (must use government travel card to be reimbursed)

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**Slide 5**  
(Bullets correspond to numbers at right)

### **SCRIPT FOR SLIDE 5**

4 ) All travelers will be advised in advance exactly what their total entitlements for a TDY trip will be. This will be accomplished through the DTS-Limited software. The DTS-Limited software will produce for the traveler and the Authorizing Official (AO) a "should cost" that should represent the majority of the trip's cost. There should never be a question in the traveler's mind as to what the trip will cost and what expenses they will be reimbursed for upon return. There will always be exceptions and they can be dealt with by the traveler upon return when they complete their travel voucher with actual expenses incurred.

## Lesson 2: Traveler Responsibilities

**Rights and Responsibilities (Con't)**  
Defense Travel System Training Program

- Be advised in advance of their entitlements  
✓ "Should-cost"
- Have use of a government sponsored, contractor-issued travel charge card

**"OFFICIAL" expenses only!**

- Obtain cash advances through ATM (must use government travel card to be reimbursed)




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**Slide 5 (Con't)**  
(Bullets correspond to numbers at right)

**Rights and Responsibilities (Con't)**  
Defense Travel System-Limited

- Comply with all ethics rules
  - Federal and Departmental ethics rules (see Joint Ethics Reg, DoD 5500.7-R)
  - May keep items of "Nominal" value
- Frequent traveler benefits
  - If paid for by DoD, belong to DoD
  - May be used for upgrade on official travel if approved by AO (not to "First" class)

**Treated as Honest, Responsible Customers**



OTD-Limited, June 2000, Vol 2

**Slide 6**  
(Bullets correspond to numbers at right)

5,6) All travelers should have use of a Government-sponsored, contractor-issued travel charge card. With it, they will only charge expenses incident to official travel (i.e., lodging, transportation, rental cars and meals). Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that cannot be charged.

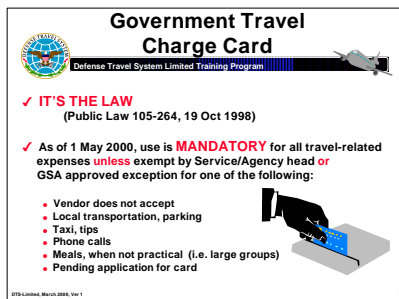
### **SCRIPT FOR SLIDE 6**

7) Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD personnel, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

8) Frequent traveler benefits received for transportation paid for by the Government belong to the Government and can't be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

To summarize what we have been discussing, travelers will be treated as honest, responsible customers as long as they follow the simplified travel rules that have been provided for them in the JFTR/JTR and any additional administrative requirements placed on them by their organizations.

## Lesson 2: Traveler Responsibilities



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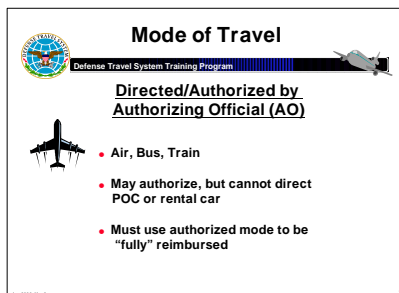
### GOVERNMENT TRAVEL CHARGE CARD

Because of recent changes in the use of the government travel charge card let's take a moment to discuss them in a bit more detail.

As most of you know, the Government's travel charge card vendor is the Bank of America VISA card. While some of you may be in possession of a Nations Bank VISA travel charge card you should not worry. Bank of America purchased Nations Bank and the Nations Bank VISA card is still valid. Those of you who currently have a Nations Bank VISA card will be issued a Bank of America VISA card when your current card expires.

As the slide indicates, as of 1 May 2000, the use of the government travel charge card is mandatory for all travelers unless their Service/Agency head has issued an exemption for use or one of the listed GSA approved exceptions occurs.

Travelers need to be sure that they understand exactly what is expected of them concerning use of the government charge card. They should have received additional training in this area from their travel charge card program coordinator and any questions concerning the travel charge card should be addressed to the appropriate coordinator for their organization.



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### MODE OF TRAVEL

The AO may direct/authorize travel by any mode (e.g., Government or commercial air, bus, train) except the AO can't direct the traveler to use a personal or rental vehicle for official travel. If a certain mode is directed and another mode is used, full reimbursement may not be authorized.

## Lesson 2: Traveler Responsibilities

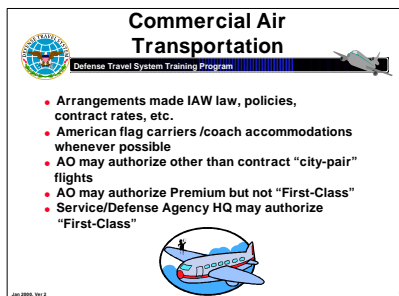
**NOTE: BE SURE TO EXPLAIN THE DIFFERENCE BETWEEN A “DIRECTED” AND “AUTHORIZED” MODE OF TRAVEL. ENTITLEMENT TO REIMBURSEMENT MAY BE LIMITED OR NON-EXISTENT IF TRAVELER IS DIRECTED TO USE A SPECIFIC MODE OF TRAVEL AND ELECTS TO USE ANOTHER. ALSO, IF USE OF POV IS AUTHORIZED, TRAVELER NEEDS TO BE TOLD IF FOR BENEFIT OF GOVERNMENT OR BENEFIT OF TRAVELER.**

**IF THE POC USE IS FOR THE GOVERNMENT BENEFIT, THE AO PAYS FOR THE MILES AND THE TRAVELER GETS THE FULL NUMBER OF TRAVEL DAYS BASED ON 400 MILES PER DAY. IF THE POC USE IS FOR THE TRAVELER’S CONVENIENCE, MILEAGE IS PAID BUT THE PAYMENT IS CAPPED BY WHAT THE STANDARD COMMERCIAL TRANSPORTATION WOULD HAVE COST AND THE TRAVELER GETS PAID FOR ONLY ONE TRAVEL DAY.**

### **COMMERCIAL AIR TRANSPORTATION**

Commercial transportation requirements are arranged in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize other than contract “city-pairs” flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement. Only the traveler’s Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

**FOR TRAVEL OCONUS, AO SHOULD REVIEW PATRIOT EXPRESS (CAT B) FLIGHTS AND UTILIZE FIRST IN LIEU OF COMMERCIAL AIR IF AVAILABLE AND MEETS MISSION REQUIREMENTS.**



#### **Slide 9**

**NOTE: Additional information concerning approval of non-contract flights will be covered on the lesson covering AO responsibilities.**

## Lesson 2: Traveler Responsibilities



### Rental Vehicles

Defense Travel System Training Program


- Authorized for official business
- Reimbursement for all costs associated with rental
- Should be from rental agency with a government agreement
- No insurance requirements if contract (may be authorized additional in foreign areas)
- Vehicle size/quantity necessary to meet mission requirements



Jan 2000, Ver 2

### Slide 10

**NOTE: AO may authorize reimbursement for additional insurance coverage in foreign areas for rental, government, or private vehicle used for official travel. RENTAL CAR ARRANGEMENTS WILL BE MADE THROUGH THE CTO.**




### Government Transportation

Defense Travel System Training Program

Military Air - Patriot Express (formally Cat B)

- Used when available and meets mission requirements



Government Ground Transportation

- Used for official business only
- Traveler could be liable if accident occurs and not in official capacity

May 1999, Ver 1

### Slide 11

## RENTAL VEHICLES

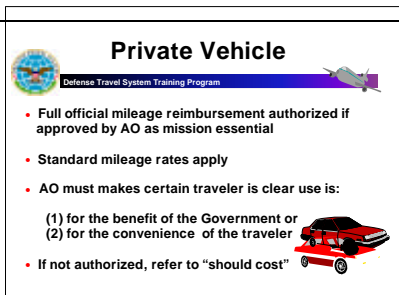
When traveler use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, and transportation to and from the rental facility. The rental vehicle should always be reserved from a Government contracted agency. Since this contract includes collision damage waiver coverage in the rental rate, any additional coverage should, therefore, be declined. Travelers will not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, will not meet requirements, the AO may authorize the size vehicle (or quantity if more than one is necessary) appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

## GOVERNMENT TRANSPORTATION

Government transportation for international air travel using Air Mobility Command (AMC) contract/controlled flights (Patriot Express – formally known as Cat B) will be utilized when it is available and satisfies mission requirements. The CTO will assist in coordinating arrangements for these flights if they are available and the AO has determined that such flights meet the transportation requirements of the mission.

If government ground transportation is provided it should be used only for official business to go to and from the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose, and the traveler were to be involved in an accident, the traveler may have to cover the expenses and liabilities. Government servicing for the vehicle should also be used whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

## Lesson 2: Traveler Responsibilities



**Private Vehicle**

Defense Travel System Training Program

- Full official mileage reimbursement authorized if approved by AO as mission essential
- Standard mileage rates apply
- AO must make certain traveler is clear use is:
  - (1) for the benefit of the Government or
  - (2) for the convenience of the traveler
- If not authorized, refer to "should cost"

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### **PRIVATE VEHICLE**

When use of a private vehicle is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). If the AO doesn't approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile but the amount will be limited to the should-cost of AO-approved transportation. In either case, reimbursement is only authorized for the driver.

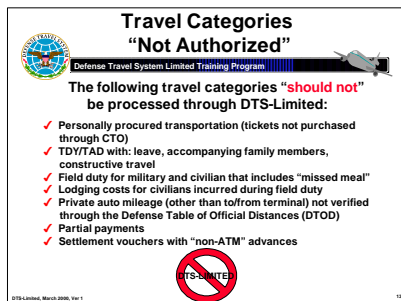
**NOTE: TRAVELER NEEDS TO BE ADVISED BY AO THAT USE OF POV IS IN THE BEST INTEREST OF GOVERNMENT or FOR THE CONVENIENCE OF THE TRAVELER. REMEMBER THE 400 MILE RULE PREVIOUSLY DISCUSSED>**

### **TRAVEL CATEGORIES NOT AUTHORIZED FOR USE WITH DTS-LIMITED**

Unfortunately, at the current time, not all categories of travel are authorized to be processed using DTS-Limited. Those categories as they pertain to transportation, lodging and meals are listed here on this slide.

#### **(DISCUSS/EXPLAIN)**

If any of these pertain to a TDY trip that you have been directed to make or made, you will not be able to use the DTS-Limited software to assist you in your travel authorization and/or voucher preparation.



**Travel Categories "Not Authorized"**

Defense Travel System Limited Training Program

The following travel categories "should not" be processed through DTS-Limited:

- ✓ Personally procured transportation (tickets not purchased through CTO)
- ✓ TDY/TAD with: leave, accompanying family members, constructive travel
- ✓ Field duty for military and civilian that includes "missed meal"
- ✓ Lodging costs for civilians incurred during field duty
- ✓ Private auto mileage (other than to/from terminal) not verified through the Defense Table of Official Distances (DTOD)
- ✓ Partial payments
- ✓ Settlement vouchers with "non-ATM" advances


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## Lesson 2: Traveler Responsibilities



**Rest Stops**

Defense Travel System Training Program

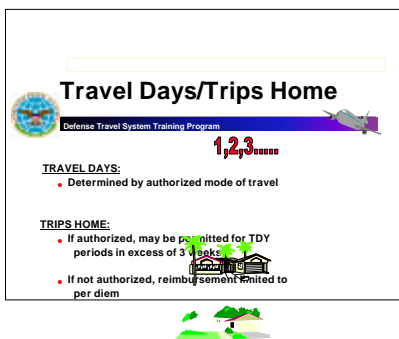
- Travelers should not be required to travel unreasonable hours at night.
- Rest stops authorized if:
  - Travel during normal sleeping hours.
  - Flight time/stopovers exceed 14 hours and premium class not authorized.
- Rest stop shall not exceed 24 hours.

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### REST STOPS

Normally, travelers won't be required to travel during unreasonable hours at night (between 12 AM and 6 AM is the norm). If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler isn't authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. Rest stops will not exceed 24 hours.



**Travel Days/Trips Home**

Defense Travel System Training Program

1, 2, 3

**TRAVEL DAYS:**

- Determined by authorized mode of travel

**TRIPS HOME:**

- If authorized, may be permitted for TDY periods in excess of 3 weeks
- If not authorized, reimbursement limited to per diem

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### TRAVEL DAYS/TRIPS HOME

The number of days allowed for travel is determined by the authorized mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time will be used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates will be used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof.

AOs may now permit round-trip transportation and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.


## Lesson 2: Traveler Responsibilities



### Lodging

Defense Travel System Training Program

- "Lodging Plus"
- Government quarters (adequate)
- No Government quarters
- Staying with friends
- Special circumstances



**REMEMBER - as of 1 Jan '99**

- Taxes "not included" in CONUS lodging rate
- Claim as separate reimbursable expense

### Slide 16

**NOTE: Effective 1 January 2000, separate reimbursement was authorized for lodging taxes while traveling in Alaska, Hawaii and U.S. Territories and Possessions (includes the Commonwealths of Puerto Rico and the Northern Mariana Islands).**

## LODGING

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. CONUS lodging rates "DO NOT" include taxes. These are to be listed separately as a reimbursable expense. OCONUS lodging rates, however, do include an amount that has been computed to cover lodging taxes for that area.

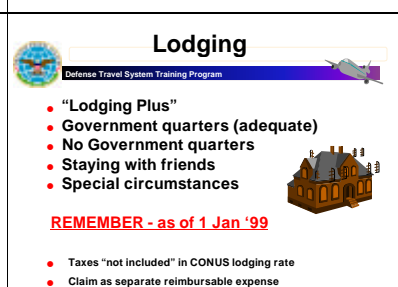
With DTS-Limited, the traveler will make lodging reservations through the CTO and an estimate of their cost (including taxes) will be provided on the should-cost.

If TDY to an installation, the AO may direct use of adequate available Government quarters. This doesn't apply during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters will be offered through the CTO. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the expense voucher, upon completion of travel, noted nonavailability of quarters.

If Government quarters aren't available, reimbursement is authorized for the actual cost of lodging, based on the single occupant rate, up to the maximum for the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum Per Diem rate, the AO may authorize the higher amount such that the lodging cost and the M&IE don't exceed 300 percent of the published rate (lodging plus M&IE). These rates will be added to the should cost and listed on the trip record. The traveler will be responsible for anything charged beyond the basic room fee and taxes.

Remember, reimbursement of lodging cost when staying with friends or relatives isn't authorized.

## Lesson 2: Traveler Responsibilities



**Lodging**

Defense Travel System Training Program

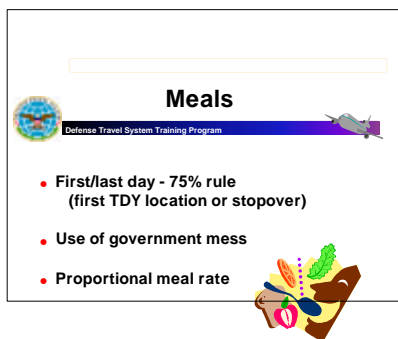
- "Lodging Plus"
- Government quarters (adequate)
- No Government quarters
- Staying with friends
- Special circumstances

**REMEMBER - as of 1 Jan '99**

- Taxes "not included" in CONUS lodging rate
- Claim as separate reimbursable expense

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Slide 16 (Con't)



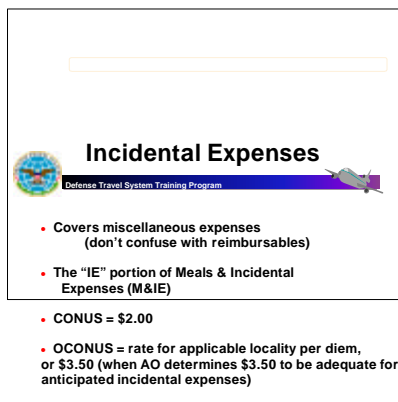
**Meals**

Defense Travel System Training Program

- First/last day - 75% rule (first TDY location or stopover)
- Use of government mess
- Proportional meal rate

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Slide 17



**Incidental Expenses**

Defense Travel System Training Program

- Covers miscellaneous expenses (don't confuse with reimbursables)
- The "IE" portion of Meals & Incidental Expenses (M&IE)
- CONUS = \$2.00
- OCONUS = rate for applicable locality per diem, or \$3.50 (when AO determines \$3.50 to be adequate for anticipated incidental expenses)

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If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible.

There are some other special circumstances covered in Appendix O concerning long term TDY and also use of a recreational vehicle for TDY purposes. These will not be discussed in detail at this time but your attention is drawn to Appendix O for information on these areas.


### MEALS

As discussed in previous lessons, the M&IE entitlement for the day of departure is 75% of the M&IE rate for the first TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the "Government mess available" rate when all meals on a given day are available or the "proportional" meal rate when at least one meal a day is available.

### INCIDENTAL EXPENSES (IE)

Travelers are paid an allowance for miscellaneous expenses incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses. Don't confuse the IE portion of per diem with a reimbursable expenses.



### Reimbursable Expenses

Defense Travel System Limited Training Program

- Getting around the TDY location
- Some examples are:
  - Lodging Taxes (**CONUS only**)
  - ATM fees (with government travel charge card)
  - Laundry/dry cleaning/clothes pressing (**Civilians in CONUS - 4 consecutive nights**)
  - Telephone calls home (**AO must specify \$\$\$**)
  - Baggage tips at terminal/excess baggage (**Civilians only if Government property**)
  - See Appendix O, JFTR/JTR for additional reimbursables

**When in doubt -- Check with your AO!!**

JFTR-100000, April 2000, Vol 1

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## REIMBURSABLE EXPENSES

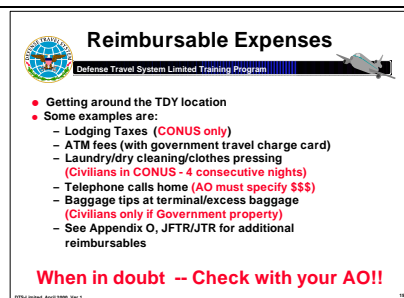
### Getting Around the TDY Location

Reimbursement is authorized for necessary travel at the TDY location. This includes travel from the transportation terminal to the lodging and back, one round trip per day from the lodging to place of duty, trips to eat, and trips between duty locations. If a rental car isn't authorized, the traveler is entitled to reimbursement for the cost of using public transportation. If private vehicle use is authorized, the entitlement for reimbursement is the standard mileage rate times the miles driven for the necessary travel around the TDY location. Travelers must note the required miles driven on the travel authorization.

### Other Travel Related Expenses on the Trip

The AO may authorize reimbursement for other necessary travel-related miscellaneous expenses deemed necessary to the successful completion of the mission. They include, but aren't limited all taxes associated with lodging costs, the cost of travelers' checks, ATM fees for travel advances on the Government travel card, cost of passport photos, passport and visa fees when a regular fee passport is required, telephone calls home (AO must specify dollar amount), currency conversion fees, airport taxes, authorized excess baggage transportation costs, tips for taxis and limousines, boarding fees, and conference registration fees. Transportation costs to and from the transportation terminal in the area of the PDS, to include parking at the terminal, are reimbursable. Long term parking at the terminal is reimbursable not to exceed the cost of taxi fare to and from the terminal. Uniformed members may be reimbursed for customary tips for handling baggage at transportation terminals. Civilian employees may not (except for handling Government material).

## Lesson 2: Traveler Responsibilities



**Reimbursable Expenses**  
Defense Travel System Limited Training Program

- Getting around the TDY location
- Some examples are:
  - Lodging Taxes (**CONUS only**)
  - ATM fees (with government travel charge card)
  - Laundry/dry cleaning/clothes pressing (**Civilians in CONUS - 4 consecutive nights**)
  - Telephone calls home (**AO must specify \$\$\$**)
  - Baggage tips at terminal/excess baggage (**Civilians only if Government property**)
  - See Appendix O, JFTR/JTR for additional reimbursables

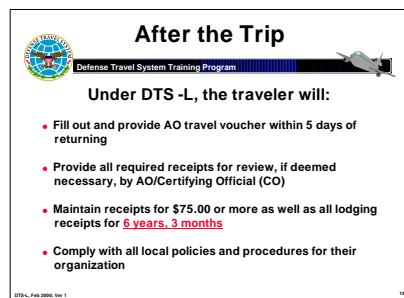
**When in doubt -- Check with your AO!!**

DTS-LASLH, April 2000, Vol 1

### Slide 19 (Con't)

As of 1 January 1999, DoD civilians may be reimbursed for the cost of laundry, dry cleaning and clothes pressing, within CONUS, when they are required to be TDY four (4) consecutive nights. This reimbursable expense is not applicable for travel OCONUS but is included as a reimbursable expense within the Actual Expense Allowance (AEA) authorized/approved for travel OCONUS.

The AO may also authorize reimbursement for other necessary incidental expenses when they are clearly in the Government's interest. For example, an AO may consider certain phone calls to the traveler's home or family while on the trip as official if the AO considers the calls to be in the Government's interest. If such calls are considered in the Government's interest, the AO will establish the reimbursement ceiling for the calls. Travelers should find out what telephone dollar limit the AO has set before they leave on the trip. Travelers must itemize these types of expenses when they complete their travel authorization for payment.



**After the Trip**  
Defense Travel System Training Program

Under DTS -L, the traveler will:

- Fill out and provide AO travel voucher within 5 days of returning
- Provide all required receipts for review, if deemed necessary, by AO/Certifying Official (CO)
- Maintain receipts for \$75.00 or more as well as all lodging receipts for **6 years, 3 months**
- Comply with all local policies and procedures for their organization

DTS-L, Feb 2000, Vol 1

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**NOTE: AO/CO is only required to review receipts if, in their judgment, a review of them is "deemed necessary".**

## AFTER THE TRIP

There are certain items that a traveler must accomplish after returning from their TDY trip. As soon as possible, but no later than five (5) days after returning, the traveler will need to update their travel authorization voucher with all of their actual expenses. This will be down through the DTS-Limited software.

The traveler must also be prepared to provide the AO/Certifying Official (CO), if requested, all required receipts to support any expenses of \$75.00 or more and all lodging receipts. This will be accomplished through local procedures established by the traveler's organization.

## Lesson 2: Traveler Responsibilities

**After the Trip**

Defense Travel System Training Program

Under DTS -L, the traveler will:

- Fill out and provide AO travel voucher within 5 days of returning
- Provide all required receipts for review, if deemed necessary, by AO/Certifying Official (CO)
- Maintain receipts for \$75.00 or more as well as all lodging receipts for **6 years, 3 months**
- Comply with all local policies and procedures for their organization

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**Summary**

Defense Travel System Training Program

- Travelers have certain rights and expectations for their TDY travel needs
- Travelers have requirements/rules they must follow when traveling
- Not all types of travel may be processed using DTS-L
- DTS-L will make traveling simpler and easier for DOD

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**"REMEMBER"**

Defense Travel System Training Program

- ✓ TO BE REIMBURSABLE, MUST BE AUTHORIZED.
- ✓ WHEN IN DOUBT, CHECK WITH YOUR AUTHORIZING OFFICIAL.

**Quicker, easier, better way to travel with the Defense Travel System !!**

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As prescribed by DoD, the traveler is also required to retain their receipts, as discussed above, for a period of 6 years and 3 months. If receipts are not available, they may be required to provide a written statement.

The traveler should also be familiar with any local policies and procedures they may be required to follow upon completion of their trip.

**NOTE: Requirement for receipt retention may change to 4 years. Need to verify with FMR prior to class what the requirements are at present time.**

### SUMMARY

Let's take a moment to summarize some of the key issues we have been discussing during this lesson on traveler roles and responsibilities.

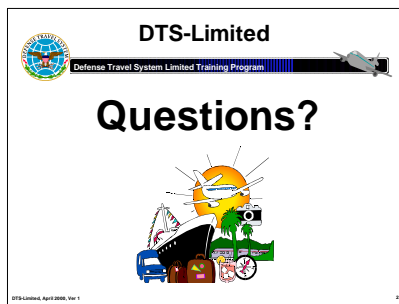
**(DISCUSS/EXPLAIN BULLETS – GIVE EXAMPLES FROM LESSON OF EACH TO HIGHLIGHT)**

### SCRIPT FOR SLIDE 22

REMEMBER, travel is not a right. If you are ever in doubt as to what your entitlements are you should ask someone who knows. While your immediate supervisor or authorizing official should be able to provide you with the correct information you, as a traveler, also need to become familiar with the rules that govern your TDY travel entitlements.

The trust and confidence that DTS-Limited is based on cannot work if we all do not adhere to the rules and regulations for travelers.

## Lesson 2: Traveler Responsibilities



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### QUESTIONS

This concludes my presentation. Are there any additional questions?